

Harbord Diggers Mounties Group General Information - Functions Terms & Conditions

Confirmation of Booking

The quoted room hire fee is required to secure the time and date selected for your function within 14 days of making a tentative booking. This is a non-refundable payment. Harbord Diggers reserves the right to reallocate the function room to another client if these requirements have not been met. A booking form must also be completed and returned to the functions department as confirmation that you have agreed to our Terms & Conditions before a confirmed booking can be made. A credit card number must be supplied as security in order to secure a function date. Any outstanding balances that exist after the day of the function will be deducted from the supplied credit card number. Harbord Diggers Mounties Group reserves the right to relocate a function to another room/venue should it be deemed necessary.

Sign-in Procedures

All function guests must comply with club sign in procedures as required by the Registered Clubs Act on the day of the function. The organiser of the function must complete a group sign-in form, providing all attending guests names and addresses prior to the day of the function. Group sign-in forms are available from the functions department or from front reception. Minors are permitted to attend your function. As a condition of entry into the club the minor will be supervised by a responsible adult and will not be permitted to consume alcohol.

Conduct of Patrons

The client and all persons in attendance shall conduct the function in an orderly manner, in full compliance with the applicable laws, regulations and Harbord Diggers Mounties Group rules. The client shall ensure no disturbance or nuisance will be caused to the venue or any of its guests. Club Management Staff shall be entitled to remove any persons from the function whose behaviour, in the opinion of the Management Staff, is objectionable, improper or undesirable.

The Board of Directors, Management & Staff of this Club has adopted a policy promoting the Responsible Service of Alcohol. In accordance with the Law, any patron observed to be intoxicated will be refused service and may be requested to leave the Club premises. Any practice, which promotes irresponsible consumption of alcohol or unruly behaviour, will not be tolerated, further service will be refused, and the person(s) may be asked to leave the premises. Alcohol cannot be removed from the Clubs premises and must be consumed in the defined function areas only.

Final Numbers

Final guest numbers are required 21 days prior to the function. After this date only increases will be accepted. If the final numbers are increased within this period, again, no decreases will be accepted. At the Harbord Digger's Club, a minimum spend of \$1100.00 for catering is required on Friday night and all day/night Saturday & Sunday functions. There are no minimum numbers for catering at Manly Bowling Club. Minimum numbers of 40 guests apply to all sit down dinner functions. Minimum numbers of 50 guests applies to all cocktail functions.

Public Holidays

A surcharge of \$4.00 per person is applicable to any function booked on a public holiday.

Cancellation

Should the function be cancelled, the following conditions apply:

Cancellations must be received in writing

Less than 30 days prior – 50% of the remaining balance will apply, plus room hire.

Less than 10 days prior – 100% of the remaining balance will apply, plus room hire.

Mounties Groups reserves the right to cancel a booking at any time without notice.

Damage

The organiser of the function (the person whose signature appears on the confirmation booking form) is financially responsible for any damage sustained to Harbord Diggers Mounties Group property during their function. The use of walls for display material and nails, staples or tape attachment to floors or ceilings is strictly prohibited. Excessive use of rose petals, streamers or confetti (or similar items) will incur a \$500 cleaning fee.

In some instances a security bond of \$500 in addition to the quoted room hire fee may be required at the time of confirmation. This bond will be refunded after the function has concluded provided no damage has been sustained to the room or any items within the room.

Security & Insurance

Harbord Diggers Mounties Group does not accept responsibility for the loss or damage to any property left on the premises prior to, during or after the function. It is the client's responsibility to take out insurance for all items in their possession should it be necessary. Any item that is left in the club must be collected within 48 hours of the conclusion of the function.

Management reserves the right to insist whether a function requires security guards or not. All 21st and 18th Birthdays will require security.

Birthday Parties & Functions for Guests 21 & under

18th Birthday functions are generally not permitted at Harbord Diggers and Manly Bowling Club, however requests will be accepted and a quote provided. Approx one security guard per 25 guests will be the minimum requirement for 18th birthdays).

For all other functions, security guards may be required at a cost to the client. Guards are provided by the Harbord Diggers Club security company of choice. For these functions the price will be approx \$200 per five hour period, one guard per 50 guests is required. The Functions Manager reserves the right to insist whether a function requires security guards.

No shots or double nip drinks allowed. No yard glasses or strippers allowed. A fully completed list of all attendee's names will be required for security to check off at the door. Guest's whose names do not appear on the list, may not be permitted to enter the function.

Special Meals

We are happy to cater for special dietary requirements. Prior notification is necessary to prepare these meals.

Additional Meals:

Meals for entertainers, photographers and videographers are charged at \$25.00 and include a main meal only. Meals must be pre-ordered at the time of confirming final numbers.

Food & Beverage

Club policy does not allow patrons or guests to bring their own food or beverage onto the premises. The organiser shall not, and shall ensure that persons in attendance at the function do not bring any food or beverage of any kind onto Club premises.

Celebration Cakes are permissible. Food cannot be removed from the Clubs premises and must be consumed in the function area at the defined times.

Payments and Price Variations

All prices quoted are on current costs & may be changed at any time up to one month prior to the day of a confirmed function, dependant on supplier increases. Notice will be given in writing of changes. Please expect an annual increase to occur 1st March each year.

50% of balance to be paid 30 days prior to the function date. At this time we do require menu selections. Final accounts are to be paid 14 days prior to the function. Payment can be made by cash, credit card or bank cheque. A surcharge of 3% is applicable to all Amex payments.

Booking Confirmation Form

Please read the attached terms and conditions attached before completing this booking confirmation form and returning it to the Harbord Diggers Mounties Group Freshwater Function Centre.

Name of Function:

Name of Client/Organisation:

Name of Person authorised to act on behalf of the Organisation (if different):

Address: _____

Telephone Number: Business: _____ Private: _____

Mobile: _____ Fax: _____

Email Address: _____

Date(s) of proposed function: _____

Times required: From: _____ To: _____

Type of Function: _____ Anticipated Numbers: _____

Subject to availability, please underline room to be booked:

Kahanamokus Room

Harbord Room

Freshwater Room

Basement Lounge

The Fish Bowl

Mezzanine Meeting Room

Bowlers Lounge @ Manly Bowling Club

Quoted room hire fees must accompany this fully completed form along with a credit card number as security for the booking. If within 14 days prior to function date, full payment must accompany this fully completed form.

Payment methods are: Cash, Bank Cheque (made payable to Harbord Diggers Mounties Group), or by Credit Card (Visa, MasterCard, Amex, Bankcard).

Bookings are considered tentative until receipt of the required room hire fee and completed booking form. Tentative bookings may be released without notice or liability and shall lapse after 14 days of original reservation. A receipt will be forwarded as confirmation.

In signing this form, I agree to the Terms and Conditions relating to my booking with the Harbord Diggers Memorial Club

Signed: _____ Date: _____

This form may be mailed to the following address:
 Harbord Diggers Mounties Group
 Evans St, Harbord, NSW, 2096
 Or faxed to: (02) 9905 1105

CREDIT CARD AUTHORITY

PLEASE TICK APPLICABLE CARD

Bankcard MasterCard Visa American Express

Card Number:_____

Card holders name:_____

Expiry date:___/___

Card holders signature:_____

Date:___/___/___ **Total amount to be charged:\$**_____

Security against outstanding payments:

If you would like an alternative credit card number to be used as security for any outstanding payments that may exist after the date of your function, please provide alternative details below. Otherwise, any outstanding balances will be deducted from the above credit card number the day after your function.

PLEASE TICK APPLICABLE CARD

Bankcard MasterCard Visa American Express

Card Number:_____

Card holders name:_____

Expiry date:___/___

Card holders signature:_____

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